

# CITY OF TUALATIN

## Classification Description

**Job Title:** Parks & Recreation Director  
**Department:** Parks & Recreation  
**Reports To:** City Manager  
**FLSA Status:** Exempt

**SUMMARY:** Manages the City's Parks and Recreation Department including Parks Maintenance, the Juanita Pohl Center and Recreation Divisions. Plans, organizes and provides direction and leadership to the department. Major functions of the Department include: park planning, development and public use; recreation and senior services; public art; and policy development and public involvement with the City's urban forestry program. Advises City Manager, City Council and citizen boards and committees on Parks and Recreation matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Directs development and implementation of Department goals and objectives;

Provides leadership, supervises and develops capabilities of employees; Directs, oversees and participates in the preparation of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Directs preparation and management of capital and operating budgets, including grant writing and administration, monitoring and approving revenues and expenditures;

Directs preparation of long and short-range planning and feasibility studies, funding methods, land acquisition, and development of facilities and areas to support current and future department services through staff, consultants, contractors, and extensive public outreach activities;

Advises City Manager and Council and directs other staff or provides leadership and technical assistance to various citizen advisory committees and other public outreach initiatives;

Coordinates with other departments and facilitates collaboration with public agencies, businesses, non-profit organizations, community and stakeholder groups;

Oversees, monitors, and participates in comprehensive evaluation and continuous improvement of service delivery. Develops or directs preparation of policies and procedures for use of facilities and services managed by department;

Directs marketing and public relations approaches and interventions; responds and resolves difficult citizen inquiries and complaints.

Prepares complex public and administrative reports and written correspondence to City Manager, City Council and others. Makes public presentations before commissions, boards, and civic and professional groups and organizations regarding parks and recreation services;

**SUPERVISORY RESPONSIBILITIES:** Directly supervises mid-level management and administrative staff positions in the Parks & Recreation Department. Oversees work of outside consultants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time. Ability to attend meetings in the evenings.

**Change Management** - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

**Crisis Management** – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

**Managing People** - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

**Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Technical Knowledge & Ability:** Knowledge of: organization and management practices as applied to the development, implementation and evaluation of programs, policies and operational needs; modern and complex principals and practices of community services and administration; Oregon land use laws and procedures, Federal, State and local laws, codes and regulations; principals and practices of organization, administration and human resources management; principals and practices of budgeting, grant preparation and fiscal administration; principals of supervision, training and performance evaluation; planning and development of public facilities, youth development, recreation, aging, public arts and urban forestry.

Ability to analyze problems, identify alternate solutions and consequences of proposed actions. Implement recommendations in support of goals. Effectively administer a variety of Parks & Recreation activities. Prepare and administer grants and budgets. Apply Federal, State and local policies, procedures, laws and regulations. Ability to ably represent the City at a regional and statewide level. Ability to establish and maintain cooperative working relationships with private, non-profit, and public stakeholders.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, and the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write reports, business correspondence, and procedure manuals. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or City Council.

**Mathematical Skills:** Ability to work with quantitative analysis and mathematical concepts such as probability and statistical inference, and to apply concepts such as fractions, percentages, ratios, and

proportions to practical situations. Conceptual understanding of plane and solid geometry and trigonometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret the concepts of an extensive variety of technical issues and/or instructions and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should be able to operate a personal computer and have knowledge of Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations:** Possession of, or the ability to secure possession of a valid Oregon driver's license

**EDUCATION and/or EXPERIENCE:** A Bachelor's Degree from an accredited university or college in Public Administration or closely related field, and five years of responsible administration and management experience in the field of parks, recreation, or community services. Two years of supervisory experience.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Administrative duties of this position normally take place in an office setting with a moderate noise level. While performing incident command staff and safety coordinator duties of this job, the employee may be exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in this work environment is usually moderate.